

STUDENT IN PROCESSING PROCEDURES

1. Sign in off of leave at BN S1, located in Bldg 1704.
2. In process at C/554th, located in Bldg 1702E. Ensure you bring the following paperwork with you, if applicable:

*Data sheet (sent in Welcome Email)

*Copy of orders (x2)

*Copy of updated ORB

*Family Care Plan

*Flag Paperwork

*FLW Access Info Sheet

3. In process the FLW installation, located in Bldg 470, Room 2108. While at the BN S1, ask one of the clerks to make an appointment for you to pick up your installation in processing papers. Report to the above location at your appointment time; follow all directions they provide.

4. Return all in processing paperwork to C/554th OPS NCO.

5. Go to the U.S. Army Human Resources Command Web page and complete the AIM (Assignment Interactive Module). This is mandatory and should be done in preparation for the visit from your Assignment Officer from EN Branch.

6. *For all personnel who recently returned from a deployment:* Complete all requirements for the Post Deployment Health Reassessment (PDHRA). To start this process, log on to AKO and go to “My Soldier Data” and then to “My Medical Readiness Status”. This will take you to a screen where you will find, among other things, PDHRA information. Click on “Deployment Health Assessment” and complete the on-line portion of this assessment. Once you complete the on-line portion, report to the SRP Center, Building 2350, located on Louisiana St for the final phase. Contact Number: (573) 596-3752

STUDENT OUT-PROCESSING PROCEDURES

1. Contact the C/554th OPS NCO to receive the following: BN clearing papers, DA Form 4036-R-C (overseas only), and instructions for completing/submitting your PCS leave form.
2. If PCSing overseas, you will need an overseas brief. Contact the BN S2 (596-8916).
3. Process Leave Form **at least 14 working days** prior to departure. See below for more detailed instruction.
4. Outprocess the FLW installation (Bldg 470, Room 2108). See the BN S1 to schedule an appointment to pick up your FLW installation clearing papers at least ten working days prior to departure. You must have an approved leave for in order to pick up these papers, so don't procrastinate.
5. Execute all levels of out processing. As a reminder, you have 10 working days to complete this task. For those of you who PCSd here, **YES**, you must clear CIF even though you didn't draw any equipment! It's just one of those things – so please go with the flow!
6. Upon completion of all out processing, sign out/final out at BN S1. You must physically sign out for PCs leave – be sure to obtain a copy of your PCS leave form, you'll need it to in process you next duty station!

Notes:

- Those approved to leave on or before graduation day- **Start clearing now!**
- AGR/ARNG, modified clearing but you still need to sign out at S-1. We will sign you out from the company on graduation day.
- You have 10 working days to clear; time starts on graduation day.
- You must be in duty uniform (ACU/BDU) when clearing.
- Those that do not process their leave in a timely manner will be held beyond their proposed leave date.

UMR/Webster Participants:

- There will be a mandatory accountability/update brief twice a month. Meeting will take place at 0600 at Bldg 1702E. A schedule will be provided to you during the out processing brief for your entire class.
- There is a box located in the company area for your mail/orders/1610's- check it regularly.
- AR 670-1: Enough said!
- If you need an additional APFT, check with us in advance so we can get you in with another class.

Ranger School/Sapper Leader Course:

- Sapper School candidates will draw gear at 1500 on Thursday the day before class. If you need gear sooner, call the BN S4 (596-0830) to schedule another draw.
- Ranger/SLC candidates need to see the Commander for your training memorandums. Reference the entrance criteria guidelines outlined on the company website.

If you have any questions call 596-0800. We will assist you in any way possible!

LEAVE/PASS REQUESTS (DA Form 31)

Process DA 31 at least 14 working days prior to the start of the leave date!

Ordinary Leave/Pass:

- DA31
- POV Inspection Checklist
- Copy of LES (for ordinary leave only)
- ASMIS-2 Risk Assessment Tool (<https://crc.army.mil/home/>) for each leg of travel
- Itinerary

PCS Leave/PTDY:

- DA31
- POV Inspection Checklist
- Copy of LES
- ASMIS-2 Risk Assessment Tool (<https://crc.army.mil/home/>) for each leg of travel
- Copy of Orders with Amendments
- Copy of 1610 (TDY Orders) if applicable

Approval Authority for Passes:

Company Commander

- 1-2 day pass under 250 miles
- 3 day passes under 350 miles
- 4 day pass under 500 miles

Battalion Commander

- 1-2 day pass over 250 miles
- 3 day passes over 350 miles
- 4 day pass over 500 miles

*** Note:**

- You must have a phone number included in block 6
- While in class, your supervisor is your SGL and they must sign block 12, the 1SG will sign for UMR/Websters
- We do not need any additional “Google or Yahoo” type driving directions. The only driving itinerary needed is that included with the ASMIS-2
- Passes over 500 miles in which you are **driving the entire trip** will not be approved unless there is more than one driver in the same vehicle

PCS Leave:

- You are only authorized 10 days of PTDY
- The “To” date on the DA31 is your report date as annotated on your orders, regardless of when you are actually reporting
- For days requested only add up the PCS leave days, not PTDY or TDY
- Do not write your itinerary, reason for leave or chargeable leave in the remarks section. A breakdown of your leave, TDY & PTDY will be written. C Co Ops will clarify further when they assist you
- Travel time will be computed at your gaining finance- you still count those days as your requested days